

California Air Resources Board

Work Program for U.S. EPA 105 Grant

**Fiscal Year 2018
Air Resources Board**

Program Overview

INTRODUCTION

The California Air Resources Board (ARB) is the State agency responsible for protecting public health and the environment from the harmful effects of air pollution. ARB has 13 Governor-appointed and 1 assembly appointed board members and about 1,500 staff in twelve divisions.

ARB oversees all air pollution control efforts in California, including the activities of 35 independent local air districts. State law vests ARB with direct authority to regulate pollution from motor vehicles, fuels, and consumer products. Primary responsibility for controlling pollution from business and industry lies with the local air districts. The federal government retains the exclusive authority to regulate interstate trucks registered outside California, certain new farm and construction equipment, new locomotives, ships, and aircraft. ARB works in cooperation with the districts and the U.S. Environmental Protection Agency (U.S. EPA) on strategies to attain State and federal ambient air quality standards and reduce air toxics emissions. ARB is also the lead agency for implementation of AB 32, the California Global Warming Solutions Act of 2006.

The scientific backbone of California's air quality programs is ARB's research and technical work on the causes, effects, and methods for control of air pollution. Extensive health effects studies assess whether ARB's current programs adequately protect the health of all Californians and enable the identification of pollutants of most concern. California's air monitoring network, emission inventory, and atmospheric modeling capability are the most extensive in the nation. This scientific foundation provides the information needed to pursue effective strategies to cut air emissions and reduce health impacts from air pollution.

ARB's regulatory and other programs continue to set the standard for innovative and effective air pollution mitigation in California. However, these programs can only achieve their projected benefits if they are properly and consistently implemented. ARB's enforcement program incorporates both a compliance foundation, through industry training programs and compliance assistance materials that provide regulated industries with the opportunity to learn and understand how to comply with regulations, and an enforcement arm that brings violators to justice, effectively creating an incentive to comply.

Outreach and cooperative efforts with community, industry, academic, and governmental stakeholders are critical to achieving ARB's goals: community members help identify priorities and address local concerns; businesses assist in identifying feasible and cost-effective controls with reasonable implementation timeframes; and academic institutions provide the scientific information that support the programs. Other

government agencies cooperate on issues that fall under their jurisdiction. These partnerships help ARB meet California's clean air quality goals.

California residents, businesses, and agencies have made tremendous progress in improving air quality. Twenty five years ago, the entire South Coast region violated the 75 parts per billion 8-hour ozone standard. Today, ozone concentrations have declined 45 percent, and 40 percent of the population lives in communities that meet the standard. Health risks from air toxics also continue to decline. Diesel particulate matter, which accounts for over two thirds of the total known cancer risk in the State, has dropped nearly 70 percent since 1990. Some of the largest reductions occurred at monitors in disadvantaged communities, which saw decreases that were three times greater than monitors in non-environmental justice communities. The decrease in health risk from air toxics such as benzene and lead has been equally dramatic. However, despite this progress, about 93 percent of Californians live in areas designated nonattainment for federal ozone and particulate matter air quality standards.

U.S. EPA continues to strengthen national ambient air quality standards for fine particulate matter (PM_{2.5}), ozone, nitrogen dioxide, sulfur dioxide, and lead. These standards are more health protective and will require additional areas of the state to develop plans and programs to reduce emissions. These new nonattainment areas will need ARB technical assistance to monitor air quality, model future emissions, develop control programs, and ensure compliance of those new programs. In addition, ARB's current motor vehicle, fuels and consumer products programs will need to find new ways to further reduce emissions to ensure that all areas of California can meet these new federal requirements.

ARB programs reflect a commitment to clean air and a healthier future for all Californians. Specific actions to achieve priorities are described in State Implementation Plans and other documents such as the Diesel Risk Reduction Plan, Sustainable Freight Action Plan, Emission Reduction Plan for Ports and International Freight Transport, the Environmental Justice Action Plan, Short Lived Climate Pollutant Plan, and the Climate Change Scoping Plan.

MISSION STATEMENT

To promote and protect the public health, welfare, and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy of the State.

AGENCY-WIDE ENVIRONMENTAL MANAGEMENT SYSTEM

ARB in cooperation with the Boards, Departments, and Offices under the umbrella of the California Environmental Protection Agency (Cal/EPA) follows an agency-wide Environmental Management System (EMS) which integrates green practices in the day-to-day efforts of the organization including environmentally preferred and cooperative purchasing, energy and materials efficiencies, green construction practices, recycling

management, and reduction in environmental impacts attributable to employee's job-related travel, including commuting to and from work.

Please see Attachment A for details of the Policy.

STRATEGIC GOALS

- Air that is healthy to breathe, sustains and improves our ecosystems, and preserves natural and cultural resources.
- Communities that are free from unacceptable human health and ecological risks due to exposure from hazardous substances and other potential harmful agents.
- Reduce or eliminate the disproportionate impacts of pollution on low-income and minority populations.
- Ensure the efficient use of natural resources.
- Continuous improvement and application of science and technology.

STRATEGIC OBJECTIVES

Air that is healthy to breathe, sustains and improves our ecosystems, and preserves natural and cultural resources.

- Meet the federal and State standards for all criteria pollutants by the required deadlines.
- Maintain air quality in the areas already meeting health standards.
- Identify and reduce emissions and public health risk of non-criteria toxic pollutants.
- Reduce air pollution loading to land and water.
- Reduce emissions of greenhouse gases.
- Reduce ozone depleting gases.
- Reduce the public health risk of indoor air pollution.
- Reduce regional haze to improve visibility.

PRIMARY WORK STATEMENT

Strategic Plan Goal: Taking Action on Climate Change and Improving Air Quality (Essential Element 1)

ARB is developing and implementing new strategies to fulfill the Strategic Plan Goal on a local, regional, statewide, and global level by:

Activities that Meet Strategic Plan Objective 1.1: Address Climate Change (Essential Element 2).

- **Adopting and implementing measures to reduce greenhouse gas emissions.**

The California Air Resources Board (ARB) is the lead agency for the implementation of the California Global Warming Solutions Act of 2006 (AB 32). In this capacity, ARB has developed greenhouse gas emission inventories by economic sector, required large sources of greenhouse gas emissions to report their emissions, set a 2020 target for emission reductions, adopted nine Discrete Early Action measures to obtain near-term reductions, adopted a Scoping Plan that lays out California's overall strategy to reduce greenhouse gases, and begun adopting the specific emission reduction measures identified in the Scoping Plan. The Scoping Plan covers a broad and unprecedented range of emission sources such as transportation, electricity generation and other large sources, residential and commercial users, agriculture and forests, landfills, and other sectors. ARB is currently implementing numerous regulations to reduce greenhouse gases including reducing methane emissions from landfills, addressing refrigerant leaks, reducing the carbon intensity of transportation fuels through the Low Carbon Fuel Standard, requiring cleaner cars via the Advanced Clean Car regulation, reducing passenger vehicle use through coordinated transportation and land use planning, and capping greenhouse gas emissions statewide through the cap-and-trade regulation.

ARB is also part of a multi-agency Climate Action Team (CAT) that identifies the actions California should take to adapt to the unavoidable consequences of climate change and reduce emissions dramatically by 2050 to avoid catastrophic climate change in the long-term. Under the leadership of the California Natural Resources Agency, ARB together with the other CAT agencies is also helping to finalize California's first comprehensive climate adaptation strategy to reduce our risks to future climate impacts in a coordinated and cost-effective approach.

Activities that Meet Strategic Plan Objective 1.2: Improve Air Quality (Essential Element 2).

Federal and State Air Quality Planning and Implementation

- **Meeting obligations under the federal Clean Air Act.**

ARB works with local and federal partners to develop State Implementation Plans for ozone and particulate matter in California non-attainment areas in response to U. S. EPA's promulgation of the new national eight-hour ozone standard and the fine particulate matter (PM_{2.5}) standards.

- **Adopting and implementing new strategies to cut ozone, particulate matter, and air toxics from all sources.**

ARB develops and implements technology-advancing, cost-effective emission reduction measures for all sources under its authority including cars and trucks, off-road equipment, recreational vehicles, fuels and fueling operations and consumer products. Reducing particulate matter from diesel engines is the

highest priority for the air toxics program. To further cut personal exposure, ARB examines ways to address indoor air pollution.

- **Assessing and improving air quality in the California-Mexico border region.**

ARB works cooperatively with U.S. and Mexican environmental agencies to build the foundation for successful air quality management strategies for the California-Mexico border region. ARB continues to support an air monitoring network located in Tijuana, Tecate, and Mexicali, Mexico and Calexico, California. ARB provides training, laboratory analysis, and certification of standards in support of the Baja network, and provides technical and administrative support for an Imperial air quality forecasting and alerts website.

- **Imperial & San Diego County Air Basin**

- ARB is working closely with U.S. and Mexico environmental agencies to build a successful foundation for understanding air quality impacts along the California-Mexico Border Region. Air quality analysis and modeling has shown that Imperial County air quality is adversely impacted by Mexicali, Mexico. To accurately reflect the impact, a complete accurate understanding of the sources and emissions are needed. While we have a good understanding of Imperial County sources and emissions, our current understanding of Mexicali emissions is limited, especially mobile and area wide sources. ARB will work with our federal and international counterparts to improve the emission estimates in the Northern Mexico region.

- **Salton Sea Soil Emissivity Testing**

CARB is working closely with Imperial Irrigation District (IID) and Imperial County Air Pollution Control District (ICAPCD) to research soil emissivity characteristics at the Salton Sea and develop windblown dust control measures for application to exposed playa as the level of the Sea declines and other emissive lands in the region. To augment playa testing being performed by IID's air quality consultant team, ICAPCD will be equipped and trained to use the Pi-SWERL portable wind tunnel to test soil emissivity on non-playa lands, provide backup testing capability to IID, and receive training on IID's emissivity data processing and website display technology. ICAPCD will use the training and data collected to develop new protocols for assessing soil stability and regulatory amendments to more effectively control windblown dust on and near Salton Sea playa.

- **Ozone Monitoring Support**

EPA found that the ozone-only monitoring stations within ARB's network operate using internal zero/span equipped monitors. The method of conducting precision checks at these sites is potentially inconsistent with EPA regulatory requirements for precision and is not how ARB performs precision checks at monitoring stations with multiple pollutants. There are eighteen affected ARB monitoring

sites and fifteen affected ARB Primary Quality Assurance Organization district sites.

Inquiries have been made seeking options and costs for identifying a suitable programmable O3 generator/calibrator with a corresponding zero-air supply to deploy at approximately eighteen affected ARB monitoring sites. The process of identifying an appropriate calibration system, authoring specifications, securing funding and procurement would optimistically take nine to twelve months. Upon receiving the systems, acceptance and deployment would take an additional three to six months.

Upon installation of the calibration systems at the affected sites, calibration reports will be generated documenting the measured output of the respective systems and establishing a path of traceability for the calibrators as tertiary standards. These reports will subsequently be compiled and forwarded to the U.S. EPA.

Risk Reduction from Air Toxics

- **Adopting and implementing measures to reduce the risk from exposure to particulate matter from diesel engines 85 percent by 2020.**

ARB reduces particulate matter from diesel engines through programs that require newer cleaner engines, engine retrofits and cleaner fuels, as well as financial incentives programs to accelerate the clean-up of older, dirtier engines. As part of these programs, ARB has developed regulations that will reduce PM emissions from nearly all on- and off-road heavy duty diesel vehicles and engines that operate in California.

- **Freight Transport Related Programs and Strategies to Reduce Emissions.**

ARB has adopted and is currently enforcing numerous measures identified in the 2006 Emission Reduction Plan for Ports and Goods Movement. The measures address all significant emission sources associated with the movement of international and domestic freight, including trucks, transport refrigeration units, locomotives, ships, harbor craft, cargo handling equipment, and aircraft. ARB also continues to work closely with the local air pollution control districts to provide incentives for cleaner freight technology through the Carl Moyer Program and the \$1 billion Proposition 1B Goods Movement Emission Reduction Program. These measures and incentives have been incorporated into California's 8-hour ozone and PM2.5 SIPs for regions where additional reductions are needed. ARB also conducts health risk assessments for major seaports and rail yards in California, works with ports, railroads, and air districts to reduce localized health risk, improves and updates emission inventories, and coordinates with federal agencies to advocate for more effective national and international standards. In addition, ARB is working with stakeholders to identify the advanced technologies needed to transform California freight transport to a sustainable zero- or near-zero emission system over the next several decades.

Mobile Source Technology Advancement

- **Promoting the development, commercialization, and use of zero- and near-zero emission technologies.**

ARB is taking the initial steps in the development of a hydrogen transportation system that is a bridge to a cleaner, more secure, and more sustainable transportation and energy future. ARB recognizes that the development, commercialization, and the use of zero- and near-zero emission technologies is critical for achieving and maintaining federal and State air quality standards.

- **Demonstrating the viability and promoting the commercialization of fuel cells in many applications.**

ARB is a member of the California Fuel Cell Partnership and the California Stationary Fuel Cell Collaborative. The California Fuel Cell Partnership is a collaboration of automotive manufacturers, fuel providers, fuel cell technology companies, and government agencies that are placing fuel cell electric vehicles on the road in California. ARB's role in the partnership includes support of zero emission bus demonstrations, development of fueling codes and standards, development of infrastructure deployment, and education and outreach.

The California Stationary Fuel Cell Collaborative promotes the use of fuel cell technology in distributed generation and other stationary applications to help bring clean, efficient, reliable and sustainable power to all Californians. The collaborative promotes the deployment of fuel cell technologies as a means of reducing or eliminating air pollutants and greenhouse gas emissions; increasing energy efficiency; promoting energy reliability and independence; advancing informed public policy; initiating public demonstrations of stationary fuel cells for distributed generation; conducting key studies to further existing knowledge about fuel cell capabilities and the impact of fuel cells for distributed generation; raising public awareness about and acceptance of this technology; and helping the state of California move closer to realizing a sustainable energy future.

- **Participating in the implementation of the California Hydrogen Refueling Network.**

ARB works to support establishment of a hydrogen refueling infrastructure to support and catalyze a rapid transition to a clean hydrogen transportation economy in California that has promise to provide a cleaner, more secure and more sustainable transportation and energy future; reduce our dependence on foreign oil; reduce greenhouse gas emissions; improve our air quality; and grow the California economy. ARB is working to establish hydrogen fueling station demonstration projects and acquire a diverse fleet of hydrogen vehicles for use in State fleets and university or airport shuttle services.

Environmental Justice Efforts

- **Implement Environmental Justice Policies.**

ARB continues to implement the Policies and Actions for Environmental Justice adopted in 2001. This includes but is not limited to evaluating whether major programs, policies and regulations consider the impact of ARB actions on environmental justice communities.

Supporting Work Elements that Meet Strategic Plan Objective 1.1: Address Climate Change And Strategic Plan Objective 1.2 Improve Air Quality (Essential Element 2).

Improving Pollution Monitoring

- **Promoting the advancement of air pollution monitoring equipment technology**

ARB enhances emission monitoring and measurement methods through its research program.

Improving the scientific understanding of the relationship between air pollution and health effects by:

- **Understanding the relationship between air pollution and health effects.**

ARB evaluates and establishes clean air targets that protect the health of all Californians, including sensitive individuals and those living in areas with environmental justice concerns, and the State's sensitive ecosystems.

- **Characterizing air pollution exposure.**

ARB advances its understanding of human exposure to air pollution by characterizing personal exposure to pollutants from both indoor and outdoor sources. This allows ARB to focus regulatory activities on those pollutants that represent the greatest health concerns.

- **Developing an understanding of the sources of global air pollution and its impacts on the environment.**

ARB is working to better understand the effects of changes in the global climate due to increases in carbon dioxide and other greenhouse gases. ARB also identifies the research needed to determine the impact of these changes on regional air quality and, in turn, on existing and future control strategies. In addition, a more quantitative understanding of the sources of global climate change is needed before effective mitigation methods can be determined and assessed.

Improving technical tools to assess the nature and sources of air pollution, and evaluating the effectiveness of air quality improvement strategies by:

- **Developing the atmospheric modeling capability needed to support attainment demonstrations for the federal and State ozone and particulate matter standards.**

ARB and U.S EPA work together to plan and carry out the work necessary to ensure that the air quality modeling needed to develop plans for attaining federal and State ozone and particulate matter standards is based on the best science possible.

- **Refining the current understanding of particulate matter pollution.**

ARB works to have a science-based understanding of the nature of the particulate matter problem, the relative contribution of pollution sources, and how the problem varies by area.

- **Developing new tools to provide air quality information to the public.**

ARB staff develops community based internet tools that provide air quality and emissions information to the public in an easy to use format.

Ensuring regulatory programs achieve the necessary emission reductions through compliance assistance paired with aggressive, firm, and fair enforcement:

- **Broadening ARB's mobile source enforcement program to address newly targeted sources and tackle emerging and expanding pathways of commerce.**

ARB designs and implements new compliance/enforcement strategies to ensure the effective implementation of new regulations such as those that limit heavy-duty diesel vehicle idling, and reduce emissions from solid waste collection vehicles, and minimize emissions from California's shipping ports and rail yards.

- **Coordinating multimedia inspections and investigations with other Cal/EPA agencies.**

ARB works with other law enforcement agencies (including environmental, police, customs and immigration, and the U.S. Coast Guard) to establish a strong enforcement presence statewide to address all manner of transportation violations.

- **Strengthening and fine-tuning enforcement efforts in the fuels, consumer products, cargo tanks, asbestos abatement, and other non-mobile source programs.**

ARB is expanding its enforcement program to address several new emission areas – including incineration practices on cruise ships, locomotive idling, and fuels used by ships while in and around the ports.

- **Supporting efforts to improve local air district enforcement and permitting programs.**

ARB provides an oversight role to the air districts by offering assistance and training to district inspection staff, providing enforcement compliance program evaluations, and additional source inspections and testing.

Please see Attachment B for specific work plan products.

Essential Element 3
Workplan Output Matrix
October 1, 2018 - September 30, 2019

ATTACHMENT A

The following Workplan Commitments meet the Strategic Plan Goal "Taking Action on Climate Change and Improving Air Quality" and also meet the Strategic Plan Objectives 1.1 "Address Climate Change" and 1.2 "Improve Air Quality"			
Objective	Workplan Commitments	Contact	Due Date
1.2 Improve Air Quality	Continued submittal of NAAQS pollutant data, PAMS, and other QA data to AQS (Air Quality System) directly or indirectly through another organization according to CFR part 58 (OAQPS M11).	Gayle Sweigert 916-322-6923	Ongoing
1.2 Improve Air Quality	Prepare and submit Annual Network Plan for 25 districts included in the CARB PQAO (Primary Quality Assurance Organization).	Gayle Sweigert 916-322-6923	2019
1.2 Improve Air Quality	Compile summary of information from all District network plans and submit to Region 9.	Gayle Sweigert 916-322-6923	2019
1.2 Improve Air Quality	Infrastructure SIP - 2015 Ozone Standard.	Gayle Sweigert 916-322-6923	2019
1.2 Improve Air Quality	Hosting and Administration of CAMNAT database (California Air Monitoring Network Assessment database).	Gayle Sweigert 916-322-6923	Ongoing
1.2 Improve Air Quality	Certify ambient data for which ARB has AQS (Air Quality System) submittal Authority.	Gayle Sweigert 916-322-6923	2019
1.2 Improve Air Quality	Conduct adequate, independent QA audits of state/local NAAQS monitors or participates in NPAP (National Performance Audit Program) and PEP QA programs (OAQPS M13).	Ranjit Bhullar 916-322-0223	Semi-annually
1.2 Improve Air Quality	Consult with U.S. EPA to develop approvable SIPs to attain the 35 microgram/m ³ PM2.5 NAAQS, including inventories and control strategy development, air quality modeling, and adoption of enforceable measures (OAQPS N08).	Sylvia Vanderspek 916-324-7163	Ongoing
1.2 Improve Air Quality	Consult with U.S. EPA to develop approvable SIPs to attain the 0.075 ppm Ozone NAAQS, including inventories and control strategy development, air quality modeling, and adoption of enforceable measures (OAQPS N08).	Sylvia Vanderspek 916-324-7163	Ongoing
1.2 Improve Air Quality	Consult with U.S. EPA to develop approvable SIPs to attain the 12 microgram/m ³ PM2.5 NAAQS, including inventories and control strategy development, air quality modeling, and adoption of enforceable measures (OAQPS N08).	Sylvia Vanderspek 916-324-7163	Ongoing
1.2 Improve Air Quality	Submit revisions to attainment demonstration SIPs to attain the PM10 standard.	Sylvia Vanderspek 916-324-7163	2018/2019
1.2 Improve Air Quality	Submit revisions to attainment demonstration SIPs to attain the 0.08 ppm 8-hour ozone NAAQS.	Sylvia Vanderspek 916-324-7163	2018/2019
1.2 Improve Air Quality	Submit Clean Air Act Section 110(a)(1) maintenance SIPs required for PM2.5 attainment areas (OAQPS N19).	Sylvia Vanderspek 916-324-7163	2017/2018
1.2 Improve Air Quality	Submit the 2015 Statewide emission inventories for criteria pollutants required by the AERR (Air Emissions Reporting Requirements), via CDX, covering all major sources (OAQPS N20).	Stephanie Detwiler 916-323-2664	2019
1.2 Improve Air Quality	Submit all RBLC ("Reasonably Available Control Technology" "Best Available Control Technology" "Lowest Achievable Emission Rate" "Clearinghouse") data, including timeliness data on New Source Review (NSR) permits issued for new major sources and major modifications by entering data into the RBLC national database (OAQPS P17).	Duc Tran 916-322-5558	Semi-annually

Essential Element 3
Workplan Output Matrix
October 1, 2018 - September 30, 2019

ATTACHMENT A

1.2 Improve Air Quality	Submit Mexico Border PM10 mass analysis.	Michael Werst 916-322-6202	2019
1.2 Improve Air Quality	Submit streamline permitting and enforcement reports, reports on Title V, authorities to construct, permits and permit program, emission reduction credits; MACT (Maximum Achievable Control Technology) determinations, synthetic minor operating permits.	Tung Le 916-445-1818	Quarterly
1.2 Improve Air Quality	Conservation Tillage Project.	Karen Magliano 916-322-7137	2019
	Submit non-grantee district enforcement reports.	Steve Brisby 916-323-1362	
1.2 Improve Air Quality	Monthly Active High Priority Violations reports.	Steve Brisby 916-323-1362	Monthly
1.2 Improve Air Quality	Bi-monthly Full Compliance Evaluation reports.	Steve Brisby 916-323-1362	Bi-monthly
1.2 Improve Air Quality	Quarterly Continuous Emissions Monitoring Systems Summary reports.	Steve Brisby 916-323-1362	Quarterly
1.2 Improve Air Quality	Variance orders > 90 days.	Steve Brisby 916-323-1362	> 90 Days
1.2 Improve Air Quality	Submit compliance training progress reports.	Leisa Bush 916-229-0763	Semi-annually
1.2 Improve Air Quality	Submit district rules to the SIP.	Carol Sutkis 916-322-1229	Quarterly (or as required)
1.2 Improve Air Quality	California SIP Submittals for 2008 Ozone Standard.	Carol Sutkis 916-322-1229	2018/2019
1.2 Improve Air Quality	Imperial & San Diego County Air Basins Real-Time Website.	Sylvia Vanderspek 916-324-7163	2019
1.2 Improve Air Quality	Salton Sea Soil Emissivity Testing.	Earl Withycombe 916-322-8487	2019
1.2 Improve Air Quality	Ozone Monitoring Support.	Fernando Amador 626-575-6635	2019
	Submit control measures implementing commitments from approved SIPs.		As Adopted
1.2 Improve Air Quality	California SIP Revisions for PM and Ozone standards.	Webster Tasat 916-323-4950	2019
1.2 Improve Air Quality	Off-Road Agricultural Equipment.	Lucina Negrete 916-445-6138	2019
1.2 Improve Air Quality	Zero Emission Shuttle Buses.	Scott Rowland 626-350-6518	2019
1.2 Improve Air Quality	Proposed Regulation on Zero Emission Airport Ground Support Equipment.	Scott Rowland 626-350-6519	2019
1.2 Improve Air Quality	Proposed Regulation on Last Mile Delivery.	Craig Duehring 916-323-2361	2019

Cal/EPA

Environmental Management System— Policies

Adopted 6-22-04



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Overview

The Boards, Departments, and Offices (BDOs) of the California Environmental Protection Agency (Cal/EPA) have adopted a general environmental policy statement that affirms our commitment to reduce ecological impacts from our business operations, lead by example, and assist our sister state agencies in their efforts. Implementation of this policy and supporting policies through our environmental management system will align the conduct of our business operations with our programmatic mission to restore, protect and enhance the environment, to ensure public health, environmental quality and economic vitality.

Additional supporting policies are being and will continue to be developed to guide our evolution toward a more sustainable and restorative enterprise. Supporting policies, adopted by the EMS Steering Committee as of March 18, 2004 and adopted by the Cal/EPA Agency Secretary and Directors of the Boards, Departments, and Office on June 22, 2004, are as follows:

1. Environmentally Preferred Procurement and Source Reduction Policy
2. Waste Reduction Policy
3. Energy Policy
4. Electronic Equipment Policy: Energy Efficiency, Materials Efficiency, and Toxics Reduction through Procurement, Use, and End-of-Life Management
5. Transportation Policy

Future policies are anticipated and include:

- Sustainable Building: Operation and Maintenance, Remodeling, Construction, and Demolition
- Integrated Pest Management
- Indoor and Outdoor Air Quality
- Hazardous Materials and Universal Waste
- Water Conservation and Quality
- Green Workshops, Conferences, Lodging
- Sustainable Landscape Design and Maintenance

These policies are implemented in a collaborative and supportive manner through identifying and implementing best practices, adoption of guidance and procedures as needed, and annual management review of progress toward our objectives and targets.

Cal/EPA Environmental Policy Statement

It is the policy of the California Environmental Protection Agency to conduct our work in an environmentally sustainable manner. We are committed to continually monitoring and reducing our environmental impacts.

We will focus our initial efforts on the environmental impacts of our operations at the Cal/EPA headquarters building to reduce our ecological footprint. We will be a responsible neighbor in our community.

In carrying out this policy, we will:

1. Operate in a manner that prevents pollution and minimizes adverse impacts on the environment
2. Work together to create a clean, healthy, and safe, work environment
3. Comply with, and strive to surpass, all applicable environmental, health, and safety laws and regulations
4. Seek the commitment of all employees to environmental stewardship through communication, training, and support for employee initiative
5. Serve as a role model and provide leadership for other organizations
6. Promote pollution prevention and environmentally preferred products and sustainable business practices with our building management, contractors, and suppliers
7. Communicate to employees of Cal/EPA and other stakeholders our performance, successes, and obstacles to further progress
8. Implement and continually improve the Environmental Management System for Agency operations
9. Make this policy readily available to our external partners, community members, and the general public

1.0 Environmentally Preferable Procurement Policy

We will fulfill our role articulated in Public Contract Code Section 12400-12404—Environmentally Preferable Purchasing (EPP) State law (<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pcc&group=12001-13000&file=12400-12404>). This law, also known as AB 498 (Chan, Chapter 575, Statutes of 2002 (http://www.leginfo.ca.gov/pub/01-02/bill/asm/ab_0451-0500/ab_498_bill_20020916_chaptered.html)), addresses environmentally preferable purchasing and became California law in September 2002. It directs the Department of General Services, in consultation with the California Environmental Protection Agency, members of the public, industry, and public health and environmental organizations, to provide state agencies with information and assistance regarding environmentally preferable purchasing.

"Environmentally preferable purchasing" means the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration, to the extent feasible, raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal, energy efficiency, product performance, durability, safety, the needs of the purchaser, and cost.

This policy applies to all acquisition types, from supplies and services to buildings and systems; acknowledges general agreement with the guiding principles set forth by U.S. EPA (<http://www.epa.gov/opptintr/epp/pubs/finaleppeguidance.pdf>) and utilizes the framework of the Agency wide Environmental Management System to implement EPP. This policy applies to the Cal/EPA Headquarters Building as well as satellite offices.

It is the policy of the Cal/EPA Boards, Departments, and Offices to:

- Take environmental factors into account, as early as possible, in the acquisition planning and decision-making process
- Share responsibility for environmentally preferable purchasing among program, acquisition, and procurement personnel
- Work with Property Management at headquarters to continue to use environmentally preferable practices and products
- Institute practices that reduce waste by increasing product efficiency and effectiveness
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, consistent with price, performance, availability, and safety considerations
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests
- Partner with vendors, contractors and grantees that promote environmental stewardship
- Model a successful EPP program that encourages other purchasers to adopt similar goals

The benefits of this policy include:

- Increase in employee awareness and behavioral changes through training, meeting discussions, video presentations, and other information sharing processes
- Minimization of environmental impacts such as pollution and use of water and energy
- Elimination or reduction of toxics that create hazards to workers
- Support for strong recycling markets
- Reduction in volume of materials sent to landfill
- Increased use and availability of environmentally preferable products that protect the environment and reduce environmental impacts in their production and distribution systems

1.1 Source Reduction

We will seek to improve our effectiveness and efficiency while reducing environmental impacts through source reduction. Source reduction is defined in statute as any action that causes a net reduction in the generation of solid waste. These actions include, but are not limited to:

- Reducing the use of non-recyclable materials and packaging
- Replacing disposable materials and products with reusable materials and products
- Increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials
- Printing and copying double-sided
- Reducing fonts and margins in documents to reduce paper consumption while continuing to provide materials in alternative formats, including larger fonts, Braille, and audio media to employees and the public to ensure our programs, activities, and services are accessible to persons with disabilities (SAM MM 03-08, Government Code Section 11135, Americans with Disabilities Act Title II)
- Computer-based sending and receiving of faxes
- Digital content management—including document imaging, automated indexing, filing, records retention and enhanced search capabilities, document lifecycle management, digital archiving, automated workflow, use of Intranet/Internet for posting information and group collaboration, security and authentication
- Using Internet-based phone and staff directories
- Using Internet-based newspapers, periodicals, and reference materials
- Sharing or routing of hard copy newspapers, periodicals, and reference materials
- Establishing recycling and solid waste collection programs that encourage recycling and discourage waste generation and disposal
- Using appropriate plant selection, irrigation, fertilization, and cultural practices in landscaping

Additionally, sound judgment shall be used to determine that the product or service is truly needed and provides a benefit to the organization. "Source reduction" does not include steps taken after the material becomes waste or actions that would impact air or water resources in lieu of land.

Efficiencies will be encouraged and rewarded. Staff will be recognized publicly for creatively finding more efficient means of conducting our business. If the efficiency results in a cost savings, the staff will be encouraged to submit an employee suggestion for Merit Award ([STD. 645](#)).

1.2 Reusable Products

We will discourage the use of disposable products where reusable products are available, economically viable for use, and concur with health and safety regulations.

1.3 Reuse

Employees are strongly encouraged to seek out existing inventories of products or supplies prior to placing an order for new items. This includes obtaining products from internal inventories, the building-wide "Second Chance Outlet" for staff at headquarters, or the Department of General Services Property Reutilization Program. Procurement staff is empowered to suggest to any and all employees that request a product that they should first check existing inventories.

Employees at headquarters who have accumulated surplus or underutilized materials, supplies, or equipment are encouraged to place these products into their local supply area or, with their supervisor's approval, into the "Second Chance Outlet."

1.4 Cooperative Purchasing

The goal of cooperative purchasing is to take advantage of state-of-the-art purchasing procedures to ensure the most competitive prices, as each of the California Environmental Protection Agency, Boards, Departments and Office (BDOs) work together to identify products commonly used by each.

The resulting efforts of each of the BDO procurement professionals aggregating their spending will be competitive pricing, bulk purchasing, and volume agreements yielding economic benefits unobtainable by individual entities.

The benefits of BDO procurement professionals working in cooperation to plan and implement volume agreements are numerous:

- Greater efficiency and economy in acquiring goods and services
- Provide competitive price solicitation and bulk purchasing
- Provide quick and efficient delivery of goods and services by contracting with "high performance" vendors
- Equalize purchasing power for smaller entities that are not able to command the best contracts for themselves

- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with all purchasing laws and ethical business practices.
- Provide greater usage of Small Business, Minority Business and Disabled Veteran Business Enterprises
- Provide a heightened control over what is purchased and where it is purchased
- Control the delivery schedules throughout the year to meet needs

Some of the products that could be pooled and negotiated with vendors are:

- General office supplies—paper, writing instruments, desk accessories
- Technology peripherals—Business machines, computer accessories
- Printing supplies—laser printers, inkjet printers, toner and ink cartridges
- Audio-visual equipment—projectors; digital cameras, etc.
- Furniture—desks, tables, chairs, cubicles, file cabinets
- Vehicles with reduced environmental impacts

1.5 Recycled Content and Remanufactured Products

Purchase recycled content products rather than non-recycled content products when comparable. Emphasis should be placed on maximizing post-consumer and total recycled content.

Use of recycled wood products, or wood cellulose and plastic composites will be explored in all applicable instances such as new construction and remodeling construction projects, selection of furniture, and modular systems furniture products.

Consideration shall be given to other environmental impacts, including indoor air quality, when selecting among alternatives. Environmental impacts of virgin components of products should be considered, as appropriate. For example, a third-party forestry certification program may certify the virgin portion of paper products or wood construction materials or furniture.

Where applicable, products must comply with California State Agency Buy Recycled Campaign (SABRC) content requirements (<http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/>). Products that are refurbished, remanufactured, or reused comply with SABRC. Product categories include:

- | | |
|-------------------------------|-------------------------|
| • Printing and Writing Papers | • Paint |
| • Paper Products | • Solvents |
| • Plastic Products | • Tires |
| • Compost/Co-compost | • Tire-Derived Products |
| • Glass Products | • Steel Products |
| • Lubricating Oils | • Antifreeze |

We commit to continually improve our performance in the procurement of recycled content products, including, but not limited to, all current and future SABRC product categories.

1.6 Paper

The BDOs will continue to apply computer technology to reduce the generation of waste paper through electronic imaging, electronic bulletin boards, electronic forms, and other computer technology, as available resources permit such development.

We will label external publications and letterhead with paper specification information to help educate others about environmentally preferable papers. At a minimum, publications will indicate the post-consumer recycled content. As feasible, other environmental information will be included.

We will purchase paper, paper products, and janitorial paper products that contain the highest post-consumer and total recycled content practicable, above SABRC certification minimums.

We will purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible. Processed chlorine free (PCF) paper is preferred. Elemental chlorine free (ECF) processes should include enhanced processes such as an extended and oxygen delignification whenever possible. Vendors and successful bidders shall supply certification of the papers' chlorine free processing status from either a recognized certifying organization or the pulp and paper manufacturer.

1.7 Forestry Practices

To the greatest extent practicable, we shall procure wood products, such as lumber and paper, which originate from forests harvested in an environmentally sustainable manner. When possible, we shall give preference to wood products certified by a comprehensive, performance-based certification system to be sustainably harvested. The certification system shall include independent third-party verification.

2.0 Waste Reduction Policy

Cal/EPA Boards, Departments and Offices (BDOs) will fulfill their roles articulated in Chapter 764, Statutes of 1999 (Strom-Martin, AB 75). This law, commonly referred to as AB 75, addresses waste diversion and reporting responsibilities and requires state agencies and large state facilities to divert from landfills or transformation facilities at least 25 percent of their solid waste by January 1, 2002, and to divert 50 percent by January 1, 2004, through source reduction, recycling, and composting activities.

In addition to our statutory requirements, Cal/EPA BDOs embrace the principle of Zero Waste. Zero Waste minimizes waste, maximizes recycling, reduces consumption and ensures that products and materials are reused, repaired, or recycled back into nature or used as a raw material. "Waste Reduction" is a term used to encompass various activities that reduce waste; the primary activities are source reduction, reuse, and recycling.

This policy applies to the Cal/EPA Headquarters building and satellite offices, except where noted. Each BDO shall implement measures to facilitate and promote agency wide participation in waste reduction activities. All employees, vendors, and visitors shall be encouraged to actively participate in source reduction, reuse, and recycling. Each BDO will:

1. Submit AB 75 report, annually, on or before April 1
2. Include recycling and waste reduction information in new employee orientation materials
3. Provide routine updates and reminders to staff regarding waste reduction activities including source reduction, reuse, and recycling

2.1 Source Reduction

See section 1.1 Source Reduction.

2.2 Reuse

Employees are strongly encouraged to seek out existing inventories of products or supplies prior to placing an order for new items. This includes obtaining products from internal inventories, the building-wide "Second Chance Outlet" for staff at headquarters, or the Department of General Services Property Reutilization Program. Procurement staff is empowered to suggest to any and all employees that request a product that they should first check existing inventories.

Employees at headquarters who have accumulated surplus or underutilized materials, supplies, or equipment are encouraged to place these products into their local supply area or, with their supervisor's approval, into the "Second Chance Outlet."

2.3 Recycling

Employees are urged to take full advantage of the recycling opportunities available to them. In the Cal/EPA Headquarters Building, current recycling programs include corrugated cardboard, mixed paper, white paper, beverage containers, foam peanuts, food scraps, pallets, Tyvek envelopes, transparency film, computer components and other electronic wastes, compact disks, 3.5 inch computer diskettes, toner cartridges, inkjet cartridges, and batteries. Other opportunities to keep materials from the waste stream will occur on a seasonal basis including products such as greeting cards, calendars, and personal cellular phones. As needed, additional materials will be added to the program when economically feasible. In all cases, materials will be recycled to their highest and best use.

All employees in the Cal/EPA Headquarters building are expected to take responsibility for the waste they generate. All trash generated in an employee's workspace must be transported to a centrally located trash container.

Vendors and guests to our facilities are expected to participate in our recycling programs and should be notified of this expectation. Agreements and contracts for products or services should clearly state the expectation that recycling is a requirement of doing business with our facilities.

3.0 Energy Policy

Cal/EPA Boards, Departments and Offices (BDOs) will minimize energy consumption while supporting a healthy, productive, and comfortable work environment.

The benefits of this policy include:

- Increase in employee awareness and behavioral changes through training, meeting discussions, video presentations, and other information sharing processes
- Minimization of energy use which in turn, reduces associated environmental impacts
- Conversion to 100% renewable energy sources
- Minimization of greenhouse gas emissions
- Increase in National Energy Security
- Increase in California-based renewable energy markets and distributed generation

Cal/EPA BDOs will participate in the Climate Action Registry at headquarters and, where possible, for additional facilities in which a significant number of Cal/EPA employees work. We will significantly reduce our greenhouse gas emissions associated with operations at our headquarters building.

Additionally, Cal/EPA BDOs will purchase energy certified to be generated from renewable resources. Renewable energy sources include biomass, geothermal, hydrogen, small hydroelectric, solar, and wind. We demonstrate our support of the goals set forth in the Statewide Renewable Portfolio Standard (RPS) by purchasing 100% renewable energy at the Cal/EPA headquarters building. We will encourage the Department of General Services (DGS) to purchase 100% renewable energy at all State-owned buildings, with special emphasis on those where a significant number of Cal/EPA employees work. We will also work with DGS to encourage building managers at non-State owned facilities where a significant number of Cal/EPA employees work to utilize cool roofs, solar energy, sun shades, and/or purchase 100% renewable energy where practical.

Areas of focus for the Cal/EPA Headquarters building include:

- Communication and management review
- Building systems

Areas of focus for the Cal/EPA Headquarters building and satellite offices include:

- Space utilization and occupancy issues
- Supplemental lighting provided by BDOs
- Electronic equipment owned by BDOs
- Employee-owned equipment
- Employee participation
- Implementation of all relevant Department of General Services Management Memos

3.1 Communications and Management Review

We will establish and maintain:

- A current energy conservation protocol which lists specific actions and responsible persons
- An energy emergency communications and response plan.

We will work with property management and on-site vendors to conserve energy.

BDO Senior Management will review program effectiveness and direct performance improvements through the procedures adopted in support of the Environmental Management System.

3.2 Building Systems

We will work with property management to:

- Ensure indoor air quality through adequate outdoor air ventilation and filtration for occupant comfort and health
- Maximize the use of on-site renewable energy sources such as fuel cells and solar panels
- Ensure headquarters has a cool roof
- Reduce decorative day and night lighting
- Establish and review lighting override request protocols
- Maximize energy-efficiency and longevity and minimize toxic substances, including mercury, of fluorescent tubes in overhead lighting
- Pre-cool with ventilation of night air
- Optimize air temperature control settings
- Optimize water temperature control settings
- Explore new technologies to reduce energy use of building systems, including overhead lighting and heating and cooling systems

3.3 Space Utilization and Occupancy Issues

We will:

- Use space efficiently considering employee comfort and job needs and reasonably anticipated staff size
- Use storage space for office supplies efficiently
- Maximize digital imaging for reduction of paper archives, as feasible

3.4 Supplemental Lighting Provided by BDOs

We will:

- Review supplemental lighting to ensure energy efficiency and remove inefficient supplemental lighting
- Provide efficient task lighting and/or compact fluorescent bulbs
- Provide motion sensor power strips and review appropriate use

3.5 Electronic Equipment Owned by BDOs

We shall minimize environmental impacts through increased energy efficiency, materials efficiency, and toxics reduction in our purchase, use, and end-of-life management of electronic equipment. Electronic equipment includes computers, monitors, servers, printers, copiers, fax machines, televisions, and related office equipment. (See EMS sub-policy 4.0, Electronic Equipment: Energy Efficiency, Materials Efficiency, and Toxics Reduction through Procurement, Use, and End-of-Life Management)

3.6 Employee Participation

Employees are directed to:

- Control heat gain and loss by adjusting window blinds to allow space heating or retain cooling
- Reduce overhead lighting by using only the overhead lighting needed. Learn about the lighting preferences of co-workers and how the switching system works
- Turn off lights when leaving a room
- Learn about and use the motion sensor feature on power strips in office space
- Turn off computer and monitor when away for more than two hours
- Disable screen savers to enable power down mode on computer monitors
- Request networking to centralized printers or multifunction machines and removal of unnecessary printers by information technology support staff

3.7 Employee-Owned Equipment

Employees are directed to:

- Remove space heaters due to fire hazard and high energy consumption
- Remove inefficient supplemental lighting and request efficient task lighting from their respective business services unit
- Reduce office decorations that use electricity such as fish tanks and water fountains

- When purchasing or replacing break room appliances, including refrigerators, ensure products are ENERGY STAR which meet strict energy efficiency guidelines set by the U.S. EPA and U.S. Department of Energy
- Reduce redundant equipment including, but not limited to, toasters, toaster ovens, microwaves, refrigerated water coolers

4.0 Electronic Equipment

Energy Efficiency, Materials Efficiency, and Toxics Reduction through Procurement, Use, and End-of-Life Management

We shall minimize environmental impacts through increased energy efficiency, materials efficiency, and toxics reduction in our purchase, use, and end-of-life management of electronic equipment. Electronic equipment includes computers, monitors, servers, printers, copiers, fax machines, multifunction machines, televisions, and related office equipment.

This policy applies to the Cal/EPA headquarters building and satellite offices. The BDOs of Cal/EPA commit to:

- Purchase Energy Star compliant or more efficient alternative equipment and maintain activation of energy conservation features.
- Implement the *Guidelines for Procurement, Use, and End-of-Life Management of Electronic Equipment* developed by the California Integrated Waste Management Board and Department of General Services (<http://www.ciwmb.ca.gov/Electronics/>) through coordination with purchasing, information technology, property controllers, and business services staff and managers.
- Establish and annually update Agency-wide Information Technology Standards to improve human productivity and reduce negative environmental impacts.
- Review and revise BDO-specific procedures and model language for developing procurement and service contracts for electronic office equipment.

Three major categories of environmental attributes will be considered in managing the purchase, use, reuse, recycling, and disposal of electronic equipment:

1. Energy Efficiency—product design, equipment set-up
2. Materials Efficiency—reduced packaging, extended product lifetime, materials use reduction (paper, ink, etc.), increased recycled content of components or materials, designed for ease of recycling and reuse at end of life
3. Toxics Reduction—manufacturer's practices, end of life management, direct product emissions

5.0 Transportation Policy

Cal/EPA Boards, Departments and Offices (BDOs) shall implement measures to maintain or increase public participation while decreasing impacts attributable to stakeholder travel. We shall encourage reduction in the environmental impacts attributable to employees' job-related travel, including commuting to and from work. This policy applies to the Cal/EPA headquarters building and satellite offices.

The benefits of this policy include:

- Increase in employee awareness and behavioral changes through training, meeting discussions, video presentations, and other information sharing processes
- Increase in market demand for, and in turn, market supply of, more environmentally-preferred vehicles and related infrastructure
- Reduction in greenhouse gas emissions and toxic air contaminants
- Minimization of energy use which in turn, reduces associated environmental impacts
- Conversion to 100% renewable energy sources
- Increase in National Energy Security
- Increase in California-based renewable energy markets and distributed generation

5.1 Stakeholder and Employee Travel

To allow stakeholders and employees to remotely access meetings, hearings, and other events, staff is encouraged to consider utilizing audio and video communication. Current technology in the Cal/EPA Headquarters Building includes web casting (audio and/or video), videoconferencing, and teleconferencing.

5.2 Vehicle Purchase, Lease, and Maintenance

The BDOs of Cal/EPA commit to reduce greenhouse gas emissions, the use of non-renewable resources and improve local and regional air quality by improving the environmental performance of their fleets, including pool vehicles as well as vehicles reserved for use by one person (<http://www.driveclean.ca.gov/> and <http://www.greenercars.com/>). Cal/EPA BDOs agree to purchase and/or lease:

- Gasoline vehicles with a Partial Zero Emission Vehicle (PZEV) or better emission rating
- Vehicles that use compressed natural gas, methanol, ethanol or propane as fuel—a cleaner alternative to gasoline
- Hybrid electric vehicles, which combine an internal combustion engine with a battery and electric motor to maximize fuel economy and produce fewer emissions. (Note: many gasoline vehicles are available with extremely low emissions—sometimes lower than hybrid or alternate fuel vehicles)
- Electric vehicles

- Vehicles with best-in-class fuel efficiency

Annual operational reviews shall determine which vehicles are candidates for replacement and the appropriate replacement technology, using criteria including reduction of greenhouse gas emissions, nonrenewable energy use, air pollution, and encouraging market development. At a minimum, BDO fleets shall comply with the National Energy Policy Act and Management Memos pertaining to vehicles implemented through Department of General Services Fleet Management.

When and where applicable and practicable, the following shall be practiced or procured:

- Use of vehicle service and repair facilities that have been recognized as meeting the requirements of the State of California's Pollution Prevention Model Shop Program, created by the Department of Toxic Substances Control.
(<http://www.dtsc.ca.gov/PollutionPrevention/VSR/index.html>).
- Eliminate mercury switches
- Use re-refined oil and recycle used oil
- Use longer lasting oil
- Use high efficiency oil filters
- Use retreaded and/or longer life tires
- Use decreased rolling resistance tires for improved fuel economy
- Use proper tire inflation for improved fuel economy
- Minimize refrigerant leaks

5.3 Environmental Vehicle Rental for Business Travel

Cal/EPA employees are expected to rent an environmentally-preferred vehicle (<http://www.driveclean.ca.gov/>) from the State Garage or from a contracted vendor when travel needs and vehicle availability permit, such as:

- Gasoline vehicles with a Partial Zero Emission Vehicle (PZEV) or better emission rating
- Vehicles that use compressed natural gas, methanol, ethanol or propane as fuel—a cleaner alternative to gasoline
- Hybrid electric vehicles, which combine an internal combustion engine with a battery and electric motor to maximize fuel economy and produce fewer emissions. (Note: many gasoline vehicles are available with extremely low emissions—sometimes lower than hybrid or alternate fuel vehicles)
- An electric vehicle
- Vehicles with best-in-class fuel efficiency

5.4 Employee Commute Reduction Options

We shall educate our employees about the options available to them, which may include:

- Carpooling or vanpooling
- Public transportation incentives including mass transit subsidies, Guaranteed Ride Home Program, incidental parking reimbursement
- Flextime scheduling to avoid travel during peak traffic
- Alternate work week scheduling
- Teleworking
- Teleconferencing
- Bicycling
- Other appropriate strategies